

Town of Rowe
Board of Selectmen – Minutes
Wednesday, June 8, 2016 – 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 3:00pm.

Present: Chair Wilson, Dennis May and Executive Secretary Janice Boudreau
Selectman Quist was absent from the meeting

Also Present: Tracey Baronas, Sean Loomis

Old Business

1. Issue of Time Cards: Chair Wilson said she was conducting research and found there is a discrepancy of opinion as to whether salaried employees need to fill out time cards. Town Accountant said that an important point to consider is that it is helpful to track salaried employees time to determine how long it takes to perform the duties of a particular position. It was agreed to discuss further at the next meeting.
2. Issue of Credit Cards: Some employees requested a credit card for purchasing items for the Town.

Motion Not to Have a Credit Card: Following discussion, Chair Wilson made a motion not to have credit cards and work to set up accounts with vendors with purchase orders when necessary. The motion, seconded by Selectman May, was accepted. (2/0/1)

3. Review Budget Process: Table until the full Board is present
4. SAM.gov update: Chair Wilson reported that SAM.gov is a government entity for set up online registration for federal government contracts. Information needed to be corrected to apply for grants which she worked on. A grant from FEMA for the fire department is pending and the information is now up to date.
5. Report of meeting with Bill Ennen from MBI: Chair Wilson reported that she and members from the Broadband Committee had met with Bill Ennen from Mass Broadband Institute (MBI) that will serve as implementation liaison and based in Western Mass. During the month of June, Bill is visiting all the underserved towns. In addition, she met with representatives from neighboring Charlemont and Heath to discuss alternatives should the MBI work not move forward.
6. Old Home Day Issue: There was discussion about the Lion's Club Chicken Dinner at Old Home Day and how Town's resources had been used selling tickets and providing desserts. It was decided that this practice could not continue since taxpayer money cannot support any specific group.

New Business

1. Park Issues: Park Ranger Sean Loomis said that he would be requesting a meeting to discuss the Park's Capital Improvement Plan and is in the process of gathering information for discussing the longterm plan for the tennis court and the cost of residing the office.
2. Jenn Morse Resignation from BOH; Consider FRCOG: Jenn Morse will resign from the Board of Health as of 8/1/16. Chair Wilson requested Executive Secretary obtain information about the Health Agent from Franklin Regional Council of Governments (FRCOG) and learn what tasks could be performed by the Agent to assist the Board of Health.
3. Ellynn Packard resignation from Cultural Council: Chair Wilson reported that Ellyn Packard has resigned from the Cultural Council Committee at the end of June. It was agreed to speak with a member and find out who was still active in the Committee.
4. HR Policy Manual Updates---Best Way to Update? Send to Town Counsel to review Changes: Chair Wilson said she had been conducting research on how to best update the Personnel Policy Manual. Following discussion, it was agreed to make certain to indicate the revision date, inform Department Heads and have the employees sign the 'Acknowledgement of Receipt' Form to confirm reviewing the updates. In addition, it was agreed that Department Heads would receive a hard copy of the Manual when updates occur.
5. Begin Appointments: Select Board Members reviewed Appointments for the coming year.

Motion to Appoint Members: Chair Wilson made a motion to appoint the following to various Committees for FY17 for a one-year term:

Administrative Assistant	Sandy Daviau
Animal Control Officer - Regional	Ed Grinnell
Animal Control Officer - Town	Arthur Samuelson
Animal Control Officer-Relief	Henry Dandeneau
Assistant Treasurer	Sandra Daviau
Beautification Committee	Thom Chiofalo
	Joanne Brown
	Christine Tower
Board of Registrars - Head Registrar	Jenn Morse
Board of Registrars - Registrar	Lisa Danek Burke
	Willian Parent
	Kerri McLatchy
Broadband Committee	David Dvore
	Russell Jolly
	Dan Wessman
Constable	Sandra Daviau
DPW Superintendent	Lance Larned
Election Clerk	Marjorie Morse

Election Worker

Jodi Brown
Myra Carlow
Brianna Demech
Deb Lively
Ashton Morse
Christine Tower
Ramon Sanchez
Shirley Veber

Election Warden

Robin Reed

Emergency Medical Ser. Dir.

C. Selmi Hyytinen

Environmental Officer

Lance Larned

Fire Chief

Brandon Sprague

Fire Dept Admin Assistant

Jennifer Morse

Forest Fire Warden

Brandon Sprague

Inspector of Buildings

Jim Hawkins

Local Inspector

Jim Cerone

Inspector of Plumbing & Gas

Andy French

Inspector of Electrical

Tom McDonald

Keeper of the Dams

Henry Dandeneau

Keeper of the Dams - Alternate

Julie Shippee

Measurers of Wood, Bark, Lumber

Thomas Danek

Robert Rice

James Williams

Police Dept

Julie Shippee

Police Officers

C. Selmi Hyytinen

Melinda Herzig

Old Home Day Committee

Brianne Cousineau

Loretta Dionne

Jennifer Morse

Kevin Parent

William Parent

Robin Reed

Brandon Sprague

Pound Keeper

Sandra Daviau

Registrars of Voters- Head Reg.

Jennifer Morse

Registrars of Voters- Registrar

Lisa Danek Burke

Kerri McLatchy

William Parent

The motion, seconded by Selectman May, was accepted. (2/10/1)

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:10pm. The motion, seconded by Selectman May, was accepted. (2/0/1)

Respectfully Submitted,

Janice Boudreau

Approval Date: JUNE 09, 2016

Approved: Marilyn Wilson
Marilyn Wilson, Chair

Walter J. Quist, Vice-Chair

Dennis May
Dennis May, Selectman

Attachments:

- Agenda 06-08-16
- FRCOG – Permission to Contract on the Town’s Behalf – Coop Highway Bids (2 pgs)
- Personnel Policy Manual Research – Presented by Chair Wilson